

## INSTRUCTIONS FOR COMPLETION OF DD FORM 293

### REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE

Applicants are strongly encouraged to submit any request for their military records prior to applying for discharge review rather than after submitting a DD Form 293 in order to avoid substantial delays in processing of applications and scheduling of reviews. Applicants and their counsel may also examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

Submission of a request for an applicant's military records (including a request pursuant to the Freedom of Information Act or Privacy Act) after the DD Form 293 has been submitted shall automatically result in the suspension of processing of the application for discharge review until the requested records are sent to an appropriate location for copying, are copied, and are returned to the possession of the headquarters of the Discharge Review Board. Processing of the application shall then be resumed at whatever stage of the discharge review process is practicable.

**ITEM 1a.** Use the name which you served under while in the Armed Forces. If your name has since changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 2.

**ITEM 1b.** Self explanatory.

**ITEM 1c.** Indicate the address to be used for all future correspondence regarding this application. If you change this address while this application is pending, you must notify the Discharge Review Board immediately. Failure to attend a hearing as a result of an unreported change in address may result in waiver of your right to a hearing.

**ITEMS 1d, 1e, 1f.** Self explanatory.

**ITEM 1g.** If you received more than one discharge, the information in this item should refer to the discharge that you want changed. Discharge Review Boards cannot consider any type of discharge resulting from a sentence given by a general court-martial.

**ITEM 1h.** Self explanatory.

**ITEM 2a.** If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former member must accompany this application.

**ITEM 2b.** Name of person submitting this application on behalf of the former member should be entered.

**ITEM 3.** Mark Item a, b., c., or d. If you mark Item d., you must list the specific reason for discharge that you believe to be appropriate. If you do not mark any of these items, the Board will presume you want to change discharge to Honorable. If you do not mark Item d., the Board will presume that you do not want a change in reason for discharge.

If you were separated on or after 1 October 1982 while in an entry level status (see DoD Directive 1332.14, Encl. 3, Part 1-F) with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change to "Entry Level Separation" or "Uncharacterized". To do this, mark Item c., "Change Discharge to Entry Level Separation or Uncharacterized".

### ITEM 4. TYPE OF REVIEW REQUESTED

a. Discharge Review is conducted in two basic ways:  
(1) Hearing or (2) Records Review.

1. Hearing. You may appear personally (alone or assisted by a representative/counsel) before the Board in the Washington National Capital Region or before a Traveling Panel in selected locations throughout the U.S. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented by a representative/counsel of your choice.

2. Records Review. Without you and/or your counsel appearing, you may have the Board conduct a review based solely on military records and any additional documentation that you provide.

b. Applicants participating in a personal appearance or hearing examination may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf. The Department of Defense is not responsible for, nor will it pay for, any costs incurred by the applicant. Applicants may make oral or written arguments personally and/or through representative/ counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

c. FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE. If you do not appear at a scheduled hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.